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ABSTRACT

This directory is intended to provide information on agency training centers to Federal officials, encourage better cooperation between levels of government, and aid training officers in course selection for employees in "Upward Mobility" programs. The number and variety of programs are identified, and their general characteristics and eligibility requirements are described. Tables provide data on enrollment, program costs, and distribution of programs by area and agency. (BH)

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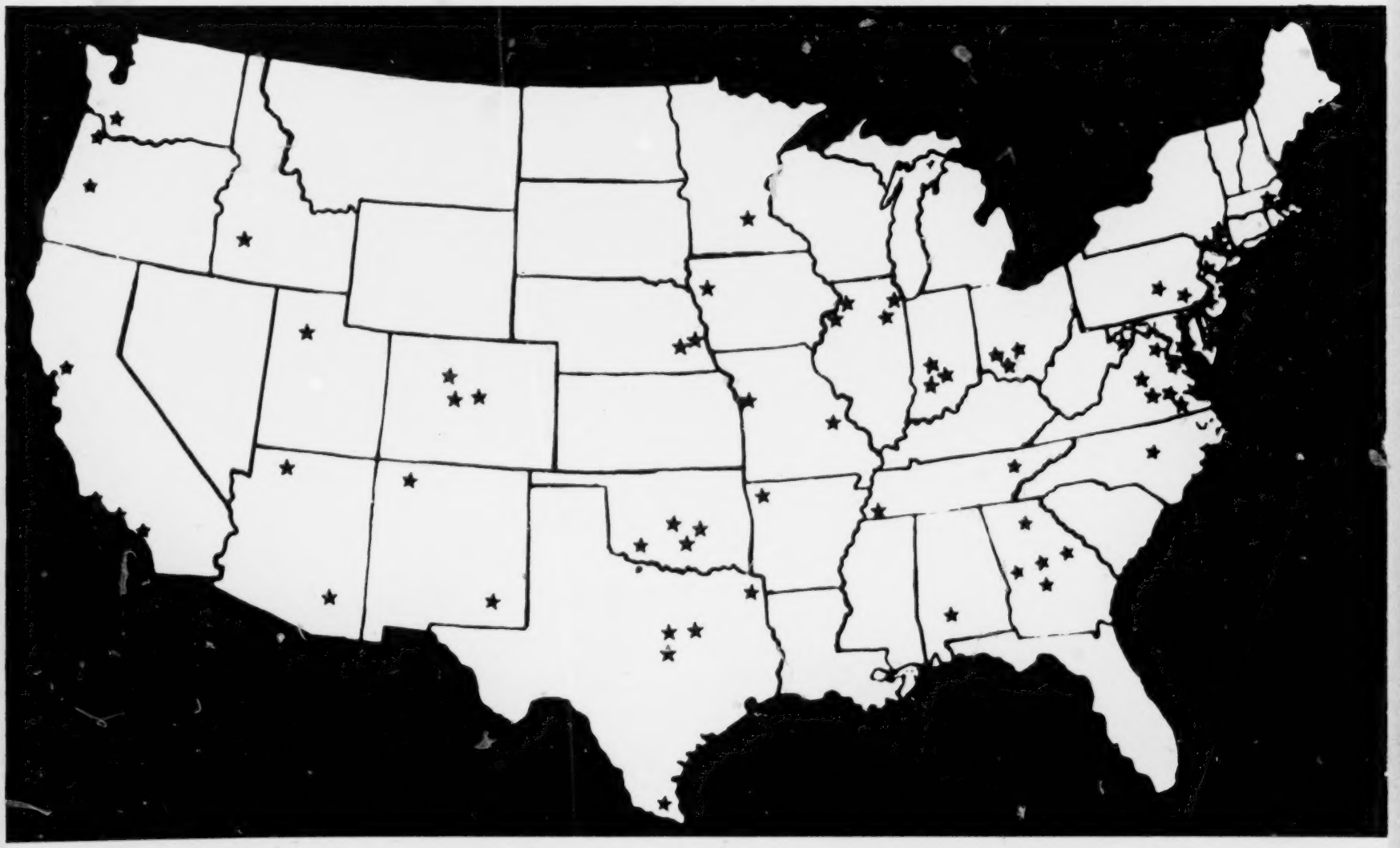
PAMPHLET T–5

AGENCY TRAINING CENTERS FOR GOVERNMENT EMPLOYEES



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U.S. Civil Service Commission
Bureau of Training

ED054356

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PAMPHLET T-5

AGENCY TRAINING CENTERS

FOR GOVERNMENT EMPLOYEES

REVISED EDITION, FY 1972

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF TRAINING

AGENCY SUPPORT DIVISION

E002328

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INTRODUCTION

Agency Training Centers for Government Employees is published to provide management and training officials throughout the Federal Government with up-to-date information on agency operated training centers. It also provides information on the number and variety of programs offered at these centers and on the general characteristics of these valuable resources for the training of Federal civilian employees.

This directory is also intended to encourage closer cooperation between State or local governmental units and nearby Federal agencies with whom they share common training needs.

The directory can also aid training officers and management in the selection of courses for employees in "Upward Mobility" programs. For example, courses in clerical training and office procedures, introductory management, and the basic liberal arts field would fall into this category.

For the purposes of this directory, agency training centers are defined as having all or substantially all of the following:

* A separate entity or identifiable organization;
* A specific budget allotment or fund control;
* A specific location or identifiable physical facility;
* A curriculum or series of courses offered on a continuing basis;
* A specific manpower ceiling or staff complement;
* A curriculum directed primarily to the agency's civilian employees, but often available to other agencies and departments on a limited basis.

Among the reasons Federal agencies establish and operate their own training centers are the following:

(1) to provide Federal employees with agency-oriented training programs on a continuing basis.

(2) to provide necessary training for occupations unique to the Federal service.

(3) to supplement training provided through other resources of the agency or through interagency or non-Government facilities.

(4) to achieve economies by using agency equipment, facilities and staff, and by reducing tuition and travel costs and time away from the job.

(5) to assist other agencies in meeting training needs by providing programs primarily for other agency personnel.

The use of this directory as a resource document meets part of the requirements of the Government Employees Training Act to search Government sources of training prior to using non-Government training resources. The other resource documents available for this purpose are the Interagency Training Programs Catalog and the quarterly Interagency Training Programs Calendar. If one of the courses offered by an agency center appears to meet another agency's need, a contact should be made to determine the specific nature and availability of the training. When appropriate, agencies should make every effort to share their training resources.

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I. PARTICIPATION IN AGENCY TRAINING CENTERS BY NUMBER AND TYPE OF PERSONNEL TRAINED, FY 1970

II. COST OF AGENCY TRAINING CENTER OPERATIONS, FY 1970

III. GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS, FY 1971

IV. AGENCY DISTRIBUTION OF TRAINING CENTERS, FY 1971

TABLE I

PARTICIPATION IN AGENCY TRAINING CENTERS BY
NUMBER AND TYPE OF PERSONNEL TRAINED FY 1970

Agency	No. Centers	No. Staff	Total Trained	Agency	Interagency	Non-Federal Government
TOTALS	92	3,097	182,962	96,804	68,068	18,090
DEFENSE	24	891	43,759	36,976	6,552	231
NAVY	(11)	(135)	(18,399)	(12,505)	(5,708)	(186)
ARMY	(9)	(514)	(12,873)	(12,115)	(716)	(42)
A F	(2)	(28)	(1,424)	(1,356)	(67)	(0)
OTHER DEFENSE	(2)	(214)	(11,064)	(11,000)	(61)	(3)
CSC	18	248	61,752	800	57,244	3,701
INTERIOR	11	175	10,485	7,783	402	2,300
DHEW	6	155	8,814	1,127	997	6,690
AGRIC	6	116	7,518	5,620	780	1,118
COMMERCE	5	76	1,384	872	120	392
JUSTICE	5	85	4,943	2,967	33	1,943
TRANS	4	861	12,728	11,394	727	607
TREAS	4	134	2,094	1,950	95	49
D C GOVT	3	129	9,244	8,755	366	123
P O	2	194	12,569	12,504	57	8
PANAMA CANAL	1	21	5,498	4,473	105	920
RR RET BD	1	4	356	355	1	0
SBA	1	3	544	541	2	1
STATE	1	5	1,274	687	587	0

TABLE II

COST OF AGENCY TRAINING CENTER OPERATIONS FY 1970

Agency	Number of Centers	Total Costs	Salaries	Aids and Equipment	Materials and Supplies	Maintenance
TOTALS	92	$43 377,453	$35,585,308	$ 1,458,534	$ 1,496,659	$ 2,541,789
DEFENSE	24	8,709,142	8,079,344	94,487	207,317	327,994
NAVY 1/	(11)	(643,997)	(573,870)	(15,700)	(8,187)	(46,240)
ARMY 1/	(9)	(4,141,678)	(3,856,055)	(45,984)	(158,609)	(81,030)
A F	(2)	(480,405	(415,100)	(550)	(3,999)	(60,756)
OTHER	(2)	(3,443,062)	(3,234,319)	(32,253)	(36,522)	(139,968)
CSC	18	5,792,700	3,080,165	34,825*	123,732*	258,815*
INTERIOR	11	1,108,667	866,911	96,811	106,976	37,969
DHEW	6	2,358,225	1,933,813	112,200	141,700	170,512
AGRIC	6	1,277,922	1,039,391	52,178	47,924	138,429
COMMERCE	5	352,444	293,840	13,924	22,648	22,032
JUSTICE	5	1,484,776	1,047,360	89,635	294,380	53,401
TRANS 1/	4	14,329,194	13,470,434	198,653	166,979	493,128
TREAS	4	1,586,287	1,375,269	68,200	16,859	125,959
D C GOVT	3	1,533,915	1,369,432	13,778	116,427	34,278
P O	2	4,532,000	2,777,400	659,500	239,800	855,300
PANAMA CANAL	1	234,405	194,285	14,571	8,177	17,372
RR RET BD	1	46,364	30,664	7,600	1,500	6,600
SBA	1	29,240	27,000	0	2,240	0
STATE	1	2,172	0	2,172	0	0

1/ Cost information unavailable for 1 center
* Cost information only available for 1 center

TABLE III

GEOGRAPHIC DISTRIBUTION OF AGENCY TRAINING CENTERS, FY 1971

Location	Number of Centers
Alabama	1
Alaska	2
Arizona	2
Arkansas	1
California	5
Colorado	3
District of Columbia	22
Georgia	5
Idaho	1
Illinois	4
Indiana	3
Iowa	1
Maryland	4
Massachusetts	2
Minnesota	1
Missouri	2
Nebraska	2
New Jersey	2
New Mexico	2
New York	6
North Carolina	1
Ohio	3
Oklahoma	4
Oregon	2

Location	Number of Centers
Pennsylvania	4
Tennessee	2
Texas	5
Utah	1
Virginia	10
Washington	1
West Virginia	1
Canal Zone	1
Germany	1
Vietnam	1
Total	108

TABLE IV

AGENCY DISTRIBUTION OF TRAINING CENTERS, FY 1971

Agency	Number of Centers
Agriculture	15
Civil Service Commission	20
Commerce	5
Defense	24
Air Force	(1)
Army	(12)
Navy	(10)
Other	(2)
D.C. Government	3
Environmental Protection Agency	7
Health, Education and Welfare	4
Interior	8
Justice	3
Panama Canal	1
Postal Service	2
Railroad Retirement	1
Small Business Administration	2
State	1
Transportation	2
Treasury	9
Total	108

REGIONAL TRAINING CENTERS
U.S. CIVIL SERVICE COMMISSION

CSC Regions	States Served
Regional Training Center Atlanta Region U.S. Civil Service Commission Merchandise Mart 240 Peachtree Street, NW. Atlanta, Georgia 30303	Georgia, Alabama, Florida, Tennessee, Mississippi, North and South Carolina, Kentucky
Regional Training Center Boston Region U.S. Civil Service Commission Post Office & Courthouse Bldg. Boston, Massachusetts 02109	Massachusetts, Maine, Vermont, New Hampshire, Connecticut, Rhode Island
Regional Training Center Chicago Region U.S. Civil Service Commission 610 South Canal Chicago, Illinois 60607	Illinois, Ohio, Indiana, Michigan, Wisconsin, Minnesota
Regional Training Center Dallas Region U.S. Civil Service Commission 1114 Commerce Street Dallas, Texas 75202	Texas, Oklahoma, Arkansas. Louisiana, New Mexico
Regional Training Center Denver Region U.S. Civil Service Commission Building 20 Denver Federal Center Denver, Colorado 80225	Colorado, Utah, Wyoming, Montana, North and South Dakota
Regional Training Center New York Region U.S. Civil Service Commission Federal Building 26 Federal Plaza New York, New York 10007	New York, New Jersey, and Puerto Rico and the Virgin Islands

CSC Region	States Served
Regional Training Center Philadelphia Region U.S. Civil Service Commission Customhouse Second and Chestnut Streets Philadelphia, Pennsylvania 19106	Pennsylvania, Maryland and Virginia (except D.C. metropolitan area), Delaware, and West Virginia
Regional Training Center Seattle Region U.S. Civil Service Commission 3004 Federal Office Building Seattle, Washington 98104	Washington, Idaho, Oregon, Alaska
Regional Training Center San Francisco Region U.S. Civil Service Commission Federal Bldg. - Box 36010 450 Golden Gate Avenue San Francisco, California 94102	California, Nevada, Hawaii, Arizona
kegional Training Center St. Louis Region U.S. Civil Service Commission 1256 Federal Building 1520 Market Street St. Louis, Missouri 63103	Missouri, Kansas, Iowa, Nebraska

Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE TRAINING CENTER
Front Royal, Virginia

Purpose: The Center's objective is to provide programs designed to meet United States Department of Agriculture needs with minimum cost to its participating agencies.

Programs or Courses Offered:

Seminars in Executive Development
- Historical Development of American Politics
- Labor's Role in a Democratic Society
- Literature's Role in the Search for an American Identity
- Our System of Politics and Law
- U.S. Foreign Policy in the Changed World

Seminars in Middle Management
- Change by Design
- Communications in Management
- Human Elements in Managing
- Motivation Through Leadership
- Philosophy of General Management
- Politics and Management
- Process of Management
- Supervisory Problems and Achievements
- The Manager's Role in Automatic Data Processing

Kepner-Tregoe Problem Solving and Decision Making

Who May Attend: Employees of agencies of the United States Department of Agriculture who have supervisory responsibilities, recognized competence and potential; and whose service in the Department can be expected to continue for a reasonable period of time.

General Information: The number of trainees per agency is limited to promote a well-balanced program of interagency participation. On-location housing is available.

For Further Information Contact:

Mr. John W. Kizler, Acting Chief, Employee Development
Safety and Welfare Division
Office of Personnel, Room 341-W, Admin. Building
U.S. Department of Agriculture
Fourteenth Street and Independence Avenue, S.W.
Washington, D.C. 20250

Phone: Area Code 202, 388-6977

Department of Agriculture

Agricultural Research Service

PLANT QUARANTINE DIVISION TRAINING CENTER
New York, New York

Purpose: The Center plans and directs the conduct of a Division-wide training and development program to provide a general career plan for all professional employees; provides evaluations and feasibility data on out-service training recommendations; provides training in applicable scientific disciplines and management responsibilities and activities.

Programs or Courses Offered:

Resident Courses

Accelerated Inspection Systems
Administrative Assistant Trainee Course
Basic Training for Plant Quarantine Inspectors
Defensive Driving Course
Interagency Clearance of Yachts and Private Aircraft
Managerial Grid Seminars
Plant Quarantine Entomology
Plant Quarantine Nematology
Plant Quarantine Pathology
Plant Quarantine and Plant Protection
PQ Procedures for ANH Inspectors
Preclearance of Viet Nam Cargo
Supervisory Training Program

Who May Attend: Professional employees holding a college degree in one of the biological sciences.

General Information: The Center provides training for employees of other agencies and non-Federal personnel. The Center aids trainees in obtaining accomodations.

For Further Information Contact:

Mr. J.S. Frey, Assistant to the Director for Management
U.S. Department of Agriculture, Agriculture Research Service, Plant Quarantine Division
Federal Center Building
Hyattsville, Maryland 20782

Phone: Area Code 301, 388-8428

Department of Agriculture

Consumer and Marketing Service

CONSUMER AND MARKETING SERVICE TRAINING CENTER
Washington, D.C.

Purpose: To provide secretarial and clerical personnel with the knowledge and skill necessary to efficiently and effectively carry out their duties.

Programs or Courses Offered:

Arithmetic
Correspondence Procedures
English Grammar
Office Telephone
Shorthand Speed Building
Spelling
Vocabulary Improvement

Who May Attend: Employees are considered on the basis of need for training and suitability of the training to meet the need. Other Federal personnel will be considered on the basis of need for training availability of space.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U.S. Department of Agriculture
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Consumer and Marketing Service

CONSUMER PROTECTION PROGRAM TRAINING CENTERS
Fort Worth, Texas; Los Angeles, California; Omaha, Nebraska; St. Paul, Minnesota; Gainesville, Georgia; Springdale, Arkansas; and Sioux City, Iowa.

Purpose: To provide meat and slaughter inspectors with the knowledge and skill necessary to efficiently and effectively carry out various levels of responsibility. These centers augment on-the-job training.

Programs or Courses Offered:

Four to twelve week programs in processing and slaughter are offered at all locations except Gainesville and Springdale, where cross-training in Poultry Inspection Procedures is given.

Who May Attend: Federal, State, local and foreign national personnel may be admitted to these centers upon request. Requests will be considered on the basis of the need for training, the suitability of the training to fit the need, and the availability of training space.

General Information: The centers provide training for employees of other agencies and non-Federal employees. Trainees are housed in commercial facilities at or near the training centers.

For Further Information Contact:

Chief, Employee Development Branch
Personnel Division
Consumer and Marketing Service
U.S. Department of Agriculture
Washington, D.C. 20250

Phone: Area Code 202, 388-6953

Department of Agriculture

Forest Service

CONTINENTAL DIVIDE TRAINING CENTER
Continental Divide, New Mexico

Purpose: To provide for the fulfillment of the training needs of Region 3 and its employees.

Programs or Courses Offered:

Resident Courses

Administrative Management
Advanced Management
Basic Supervision
Blaster's Qualifying Training
Communication for Managers
Engineering Photogrammetry
Engineering Technical Orientation
Executive Reading
Fire Behavior
Fire Prevention
Geodesy
Instructor Training
Land Line Location
Large Fire Organization and Management
Law Enforcement and Trespass
Leadership Through Communications
Managerial Grid Seminar
Materials Testing and Concrete Design
Personnel Management
Photo Interpretation
Practical Indoctrination
Professional Indoctrination
Project Engineering
Radiological Defense Officer
Rest Rotation Grazing Workshop
Road Design
Timber Management Workshop
Watershed Staffmen's Conference
Wildlife Staffmen's Conference

Correspondence Courses

Directives User Course
Improving Your Written Communications
Plant Identification
Range Ecology

Who May Attend: There are no specific admission requirements but some courses require previous training.

General Information: Agency personnel, interagency employees, and non-Federal personnel are trained at this Center. Housing facilities are provided. Courses vary in length from two days to five weeks.

For Further Information Contact:

Mr. Dan L. Childress, Employee Development Officer
U.S. Department of Agriculture
517 Gold Avenue, N.W.
Albuquerque, New Mexico 87101

Phone: Area Code 505, 843-2411

Department of Agriculture

Soil Conservation Service

NORTHEAST TRAINING CENTER
Upper Darby, Pennsylvania

MIDWEST TRAINING CENTER
Lincoln, Nebraska

SOUTHERN TRAINING CENTER
Fort Worth, Texas

WESTERN TRAINING CENTER
Portland, Oregon

Purpose: Soil Conservation Service training centers provide facilities, staff assistance and leadership for conducting group training, home study correspondence courses or other types of formalized training and help the States as needed in the development of programs and plans to meet their training needs and in evaluating training provided.

Programs or Courses Offered:

Resident Courses

Basic Soil Mechanics
Conservation of Soil, Water and Plant Resources
Construction Inspection
Contract Administration
Drainage
Engineering
Engineering Surveying
Erosion Control Practices
Hydraulics
Irrigation
Management of a Work Unit
Management Training Conference
Sedimentation for Geologists
Small Structure Planning
Soil and Water Conservation
Soil Correlation
Soil Survey Report Writing
Training Methods

Correspondence Courses

Basic Lettering
Engineering Problems
Exponents and Their Application to Engineering
Hydraulics
Logarithms and their Use
Precision and Efficiency in Arithmetic
Principles of Management
Some Basic Principles of Algebra
The Engineering Approach
The Slide Rule
Trigonometry

Who May Attend: Prerequisites for admission vary, depending on individual course requirements.

General Information: Professional employees from field offices serve as part-time instructors and supplement the ten full-time faculty members. Housing arrangements are made with local hotels and motels at special rates.

For Further Information Contact:

Chief, Employee Development and Safety Branch
Department of Agriculture
South Agriculture Building, Room 6214
14th Street & Independence Avenue, SW.
Washington, D. C. 20250
Phone: Area Code 202, 388-4907

Civil Service Commission

FEDERAL EXECUTIVE INSTITUTE
Charlottesville, Virginia

Purpose: The program is designed to help meet education and training needs of upper echelon Federal civil service employees. The broad educational goals set for the Institute are:

- To heighten career executive responsiveness to national needs and goals.
- To increase career executive appreciation of the totality of the governmental system.
- To improve career executive knowledge of managerial processes.

Programs or Courses Offered:

Four eight-week residential programs in executive education are offered during each academic year. In addition, special seminars are often presented between the regularly scheduled programs.

Who May Attend: The "Residential Program in Executive Education" is for employees in grades GS-16 and above.

General Information: The enrollment in each eight-week session is limited to sixty people. This is a complete live-in facility with room and board included for all participants.

For Further Information Contact:

Director
Federal Executive Institute
Route 29 North
Charlottesville, Virginia 22903

Phone: Area Code 703, 296-1295 (FTS)
Area Code 703, 296-0181 (Commercial)

Civil Service Comission

REGIONAL TRAINING CENTERS
Atlanta, Boston, Chicago, Dallas,
Denver, New York, Philadelphia,
St. Louis, San Francisco, Seattle

Purpose: To provide training to meet Federal, State and local agency needs throughout the United States.

Programs or Courses Offered:

All regional centers offer courses in personnel management, general management, and communications and office skills. In addition, ADP training is available for interregional coverage in San Francisco, Chicago, New York and Dallas; financial management and PPB training is available in San Francisco, St. Louis, Atlanta, and Philadelphia. Courses at these centers include a core curriculum similar to that offered by the Bureau of Training in Washington, D.C.

Who May Attend: Participants are selected by their agencies based upon criteria established for each course and available in the Interagency Training Programs Catalog published by each Civil Service Commission region.

For Further Information Contact:

Contact Regional Training Centers for information on specific courses. See list on pages 9 and 10.

Civil Service Commission

Bureau of Training

ADP MANAGEMENT TRAINING CENTER
Washington, D.C.

Purpose: The ADP Management Training Center was established to fulfill the training requirements assigned to the Civil Service Commission by Circular A-71 from the Executive Office of the President, Bureau of the Budget, dated March 6, 1965. Under this authority the Center conducts the necessary training for executives and other key personnel to achieve a greater effectiveness in ADP management.

Programs or Courses Offered:

ADP User Education

ADP Systems Analysis Seminar
An Introduction to ADP
Computer/Microfilm Interfaces
Computer Typesetting/ Photocomposition
Executive Seminar in ADP
Executive Workshop in ADP Programming
Executive Workshop in ADP Systems Analysis
Management Introduction to ADP
Management Introduction to ADP for Management Interns
Seminar in ADP for Employee Development Specialist
Seminar on ADP in Financial Management
Seminar on ADP and the Law
Seminar on ADP and Medicine
Seminar on ADP in Personnel Management
Seminar on Scientific and Technical Applications of ADP
Seminar on ADP in Supply Management
Seminar on ADP in Technical Information Systems
Survey and Evaluation of Equipment for Information Processing Systems
Workshop in Indexing and Abstracting for ADP Information Systems

Computer Specialist Training

Basic Interactive Programming
COBOL Programming Techniques
Decision Logic Table Workshop
Field Work Program in ADP Systems Analysis
Fundamentals of ADP for Computer Specialist Trainees
Fundamentals of ANS COBOL
Fundamentals of FORTRAN IV
Seminar in ADP Management and Administration
Seminar in Advanced Computer Systems Technology
Seminar in Computer System Evaluation and Selection
Systems Analysis for Computer Programmers
Systems Workshop for Computer Specialists
Workshop Series in ADP Systems Analysis Techniques

Civil Service Commission - continued

ADP Auditor Training

Auditing Techniques for ADP Systems

Public Service Careers ADP Training

Card Punch Operator Training
Computer Operator Training
Computer (Programmer)
Technician Training
Data Processing-Technical Assistant Training

Who May Attend: Specific eligibility requirements are established for each course. In general they consist of basic skills, knowledges, experience and Center course progressions coupled with GS grade and job responsibility prerequisites.

General Information: The ADP Management Training Center currently concentrates on relatively short-term programs from two to twenty days in length. A wide variety of instructional methods are utilized to achieve training objectives. Workshops, lectures, panel discussions, group discussions, question-and-answer sessions, abstract preparation with student presentations, tours, practical exercises, and selected readings are used as appropriate. In many programs participants receive "hands-on" computer or remote terminal experience.

For Further Information Contact:

Director
The ADP Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C.

Phone: Area Code 202, 632-5650

Civil Service Commission

Bureau of Training

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER
Washington, D. C.

Purpose: To help meet the need for communications and secretarial-clerical training in the Federal Government.

Programs or Courses Offered:

Office Skills Training

Better Office Skills and Service
Better Office Skills and Service Instructors' Workshop
Secretarial Techniques
Shorthand Excellence
Operation Update

Communications Training

Writing Effective Letters
Effective Letterwriting for Management
Technical Writing Workshop
Report Writing Workshop
Writing Regulations and Procedures for Public Understanding
Workshop in Effective English
Effective Briefing Techniques

PSC - Upward Mobility Training

Basic Typing
Office Practices
Basic Shorthand
Reading Improvement
Basic Communications Skills

Who May Attend: Federal, State and local government employees who meet the admission criteria for each specific course.

General Information: The cost for each trainee in every course is shared by the participating agencies. Last year approximately 3,000 employees were trained by the Communications and Office Skills Training Center.

Civil Service Commission - continued

For Further Information Contact:

Communications and Office Skills Training Center
Bureau of Training
U. S. Civil Service Commission
1900 E Street, NW.
Washington, D. C. 20415

Phone: Area Code 202, 632-5608

Civil Service Commission

Bureau of Training

EXECUTIVE SEMINAR CENTER
Kings Point, New York; Berkeley, California; Oak Ridge, Tennessee

Purpose: To provide a series of seminars designed to broaden the conceptual understanding and to enhance the administrative abilities of mid-level executives from all departments and agencies.

Programs or Courses Offered:

Administration of Public Policy
Effects of Technological Development
Environment of Federal Operations
Federal Program Management
Intergovernmental Programs and Problems
International Affairs and Federal Operations
Management of Natural Resources
Management of Organizations
Social Programs and Economic Opportunities
The National Economy and the Federal Executive

Who May Attend: The Executive Seminar Centers are meant for mid-level executives with recognized potential performing at levels of difficulty normally found at grades GS-14 and 15 or their equivalent.

General Information: The Executive Seminar Centers are live-in facilities providing room and board for all participants.

For Further Information Contact:

Director
Executive Seminar Center
C/O U.S. Merchant Marine Academy
Kings Point, New York 11024

Phone: Area Code 516, 487-4500 (Commercial)

Director
Executive Seminar Center
Room 301, Campus Bancroft Bldg.
Berkeley, California 94704

Phone: Area Code 415, 841-5121 (Commercial)

Director
Oak Ridge Executive Seminar Center
Bureau of Training (Temporary Address)
U.S. Civil Service Commission
Washington, D.C. 20415

Phone: Area Code 202, 632-5574

Civil Service Commission

Bureau of Training

GENERAL MANAGEMENT TRAINING CENTER
Washington, D.C.

Purpose: The General Management Training Center conducts training in the Washington, D.C., area for career managers and staff specialists. Courses are given for each level--first line supervisors, middle managers, and executive personnel. In addition to meeting more generalized training needs, the Center offers courses which explore selected fields such as legislative operations and intergovernmental relations. Certain specialized courses are provided for scientists, engineers, and attorneys emphasizing subject areas not adequately satisfied through other sources of training.

Programs or Courses Offered:

Executives, Managers and Supervisors -

1. A series of seven related courses starting with an introductory course for new supervisors and progressing to an advanced seminar for senior career executives. In addition to conducting these courses on an interagency basis, the Center trains agency instructors who conduct these courses for their own agencies.

2. A variety of training to keep executives and managers abreast of new developments and to provide them with knowledge in specialized substantive areas of responsibility such as management of America's water resources, Metropolitan problems and management of "grants" programs.

Scientists and Engineers -

Courses in science policy, management of science and engineering organizations, and in specialized areas such as contracting and information resources.

Attorneys and Hearing Examiners -

Courses to help orient those new to Government, keep others abreast of significant new developments, and provide those in management positions an opportunity to learn effective methods for meeting their responsibilities.

Civil Service Commission - continued

Who May Attend: All employees of Federal executive departments and agencies, independent regulatory agencies, the General Accounting Office, the Government Printing Office and the Library of Congress; employees of State and local governments; and Foreign Nationals sponsored by appropriate Federal agencies. To attend these courses, an employee must be nominated by his agency.

General Information: A brochure briefly describing the General Management Training Center and the 45 courses offered by it is available upon request. Likewise, announcements with more specific information on individual courses are available.

For Further Information Contact:

Director
General Management Training Center
Bureau of Training
U. S. Civil Service Commission
1900 E Street, NW.
Washington, D. C. 20415

Phone: Area Code 202, 632-5662

Civil Service Commission

Bureau of Training

LABOR RELATIONS TRAINING CENTER
Washington, D.C.

Purpose: The Labor Relations Training Center was established in November, 1970, in order to provide interagency and intergovernmental training for executives, managers, and supervisors in collective bargaining. Priority will also be given to training in preparing and presenting cases before third party tribunals. Training will also be offered to improve the knowledge and skills of labor relations staff and other personnel staff, who will be involved in labor management negotiations.

Programs or Courses Offered:

Basic Collective Bargaining for Labor Relations Specialists
Collective Bargaining Contract Administration for Supervisors
Collective Bargaining for Middle Management
Collective Bargaining Issues for Executives
Collective Bargaining Seminar for Labor Relations Specialists

Introduction to Collective Bargaining

The following courses are being developed and will be offered at various times during the year.

Arbitration, Preparation and Presentation of Cases
Avoiding of Unfair Labor Practices
Collective Bargaining Briefing for Executives
Collective Bargaining Preparations
Determination of an Appropriate Bargaining Unit
Drafting Collective Bargaining Contracts
Fact Finding, Preparation and Presentation of Cases
Labor Disputes and Their Resolutions
Management Rights in a Union Organizing Campaign
Techniques of Collective Bargaining Negotiation
The Mediation Process

Who May Attend: The courses are designed primarily for supervisors, middle management, top executive management, beginning and/or support labor relations and personnel staff, and practicing labor relations and personnel staff. However, several introductory courses are open to all management nominees.

Civil Service Commission - continued

General Information: All courses will include a detailed outline of the subject matter covered. The course materials will be prepared by the Center, duplicated and packaged, in such a manner as to provide participants a useable reference guide for use in their day-to-day labor relations activity. The length of courses offered varys from one-half day to three weeks on both a residential and non-residential basis.

For Further Information Contact:

Director
Labor Relations Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Phone: Area Code 202, 632-4410

Civil Service Commission

Bureau of Training

MANAGEMENT SCIENCES TRAINING CENTER
Washington, D.C.

Purpose: To provide interagency and intergovernmental training and development programs in the specialized disciplines and technical elements applied in the management of public programs and to focus on the development of critical communication links between the manager and the information producing specialist. Under this concept training efforts are concentrated in these areas:

Financial Management courses provide basic and follow-up training in budgeting, accounting, and auditing, with emphasis on management's use of information generated by these specialized disciplines and procedures and on the technical competences required to generate accurate and useful information.

Management Systems training programs offer core conceptual skills training in math, statistics and economics, decision-making, information systems and methods of analysis.

Program Analysis training is oriented to the needs of the producer of analysis. Courses range from training in basic and broadly used techniques to specific applications.

Programs or Courses Offered:

Financial Management

Accural Accounting Workshop
Accrual Accounting Procedures in Federal Agencies
Budget Formulation
Budget Justification
Economic Investment Analysis
Finance in Agency Management
Financial Technician Series
Governmental Bookkeeping and Accounting
Management Use of Financial Information
Practice Problems in Accounting
The Federal Budget Process

Management Systems

Cost Reductions in Government Operations by Statistical Methods
Operations Research Orientation
Random Sampling in Government Operations

Civil Service Commission - continued

Design of a Management Information System
Intergovernmental Affairs Fellowship Program
Management Information Theory and Practices
Mathematics for Government Operations
Scientifically Based Approaches of Management in Federal Government
Statistical Science for Analysis
Systems Analysis for Government Operations
Techniques and Methods of Operations Research

Program Analysis

Basic Data Analysis
Correlation and Regression Analysis
Cost Benefit Workshop
Cost Estimating Techniques
Discount Rates and Procedures
Economic Investment Analysis
Educational Program in Systems Analysis
Effective Planning Techniques
Elements of Management Analysis
Management Analysis and Review
Network Techniques for Project Management
PPB Seminar
Program Evaluation Techniques I & II
Value Analysis for Management Systems
Work Simplification
Workforce Estimating
Workshop in Problem Definition
Workshop in Process Flow Charting

Who May Attend: Courses are open to Federal, State, and local government employees who meet the admission criteria for each specific course. Members of foreign governments may arrange for attendance through the U.S. State Department.

General Information: The tuition for each course represents the actual costs of instruction and materials, plus an equitable prorata of the costs of course development and administration of the Center. Per diem and transportation costs are not included and must be borne by the sponsoring activity.

For Further Information Contact:

Director
Management Sciences Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Phone: Area Code 202, 632-5600

Civil Service Commission

Bureau of Training

PERSONNEL MANAGEMENT TRAINING CENTER
Washington, D.C.

Purpose: To conduct interagency training in personnel management subjects, and to assist other training activities on personnel management training methods and content.

Programs or Courses Offered:

Personnel Management Systems

Introduction to Personnel Management
Position Classification and the Management Process
Basic Staffing and Placement
Basic Employee Relations
Advanced Position Classification
Advanced Staffing and Placement
Advanced Employee Relations
Advanced Employee Development
Position Management
Personnel Management for Personnel Specialists
Ideas and Authors -- Personnel Management
Equal Employment Opportunity -- Program Planning and Execution
Manpower Planning and Requirements
Personnel Management for Personnel Assistants
Personnel Staffing Assistant Function
Training Trainers of Lower Level Employees
Employee Relations Assistant Function

Social Science Concepts and Applications

Psychology and the Management of Human Resources
Organization Theory

Skills, Techniques, and Procedures

Instructor Training
Investigation of Complaints of Discrimination
Adverse Actions
Advanced Equal Employment Opportunity Counseling
Demonstration Workshop in Videotape Techniques
Equal Employment Opportunity Counseling
Personnel Assessment and Selection
Personnel Inverviewing and Counseling
Pre-Retirement Planning Institute for Agency Advisors
Training Institute for Recruiters

Civil Service Commission - continued

Workshop in the Job Element Examining Method for Trades and Labor Employees
Appeals and Grievance Examiners
Counseling Lower Level Employees Instructional Methods Workshop

Personnel Management for Managers and Supervisors

Personnel Management for Supervisors
Role of the Federal Manager in Equal Employment Opportunity
Position Classification for Managers
Manager's Role in Occupational Mental Health
Supervision and On-the-Job Training

Who May Attend: Federal, State and local employees nominated by their employing agencies.

General Information: The Center offers a broad curriculum of courses designed for entry, middle, and upper level personnel specialists; for managers, supervisors; and for other employees whose duties require particular subject-matter knowledge in personnel management. Each individual course announcement specifies the levels and kinds of employees for whom the course is primarily intended.

For Further Information Contact:

Director
Personnel Management Training Center
Bureau of Training
U.S. Civil Service Commission
1900 E Street, NW.
Washington, D.C. 20415

Phone: Area Code 202, 632-5636

Department of Commerce

National Bureau of Standards

NATIONAL BUREAU OF STANDARDS GRADUATE SCHOOL

Gaithersburg, Maryland

Purpose: The educational and training programs at the National Bureau of Standards are designed to improve the knowledge, skills, and efficiency of the agency's staff and to prepare them systematically for increased responsibilities.

Programs or Courses Offered:

National Bureau of Standards Graduate School offers a number of courses in the physical sciences and kindred fields during the academic year 1971-72. The employee development activities planned range over the spectrum of scientific disciplines and educational levels.

Who May Attend: Although the courses offered are designed primarily to improve the skills and knowledge of staff members, applicants from other agencies will be accepted on a space-available basis.

General Information: Certificates may be earned in the technician's programs. Housing facilities are not provided.

For Further Information Contact:

Mrs. Ann B. Bartlett
Assistant Registrar
National Bureau of Standards
Graduate School
Washington, D. C. 20234

Phone: Area Code 301, 921-3498

Department of Commerce

National Oceanic and Atmospheric Administration
and
National Bureau of Standards

ERL/NBS BOULDER LABORATORIES EDUCATIONAL CENTER
Boulder, Colorado

Purpose: To provide every opportunity, consistent with the best interest of the Government, for employees to improve their knowledge, skills, and efficiency and to prepare systematically for increased responsibility.

Programs or Courses Offered:

NBS-BL/ERL Career Technician Program
Shop Technician Program
Electronic Technician Program
Analysis Technician Program

Chemistry Courses
Computer Sciences Courses
Electronics Courses
First Aid (Standard, Advanced)
Mathematics Courses
Mathematics for Secretaries and Administrative Assistants
Mechanical Engineering Courses
Physics Courses
Project Management
Secretarial-Clerical Training

Who May Attend: Employees assigned to a non-professional area covered by the Career Technician Program may apply the work toward the certificate. Employees may enroll in courses without pursuing any certificate program if course eligibility requirements are met. Other courses are open to all NOAA and NBS employees and others who obtain special permission to attend.

General Information: These in-house courses are offered in cooperation with the University of Colorado primarily to meet agency training needs. Dormitory housing, as well as hotel and motel facilities, is available.

For Further Information Contact:

Mr. Jack L. Wiley
Employee Development Officer
ERL/NBS-BL Education and Training Office
National Oceanic and Atmospheric Administration
Research Laboratories
Boulder, Colorado 80302

Phone: Area Code 303, 447-6372

Department of Commerce

National Oceanic and Atmospheric Administration

NATIONAL WEATHER SERVICE TECHNICAL TRAINING CENTER
Kansas City, Missouri

Purpose: To provide the National Weather Service Engineering and Meteorological Technician Staffs with the training, skills, and knowledge needed in the performance of weather service operations.

Programs or Courses Offered:

Engineering:

Electronics Technician Training
Electronic Supervisor Training
Facilities Technician Training

Meteorology:

Weather Service Operations Course
Surface Instruments Training

Who May Attend: Meteorological Technician, Electronic and Electrical Engineers and Facilities Technicians, Substation Network Specialists and other personnel in the field of meteorological and associated fields.

General Information: Convenient and reasonable lodging is available at hotels, apartments, motels and private homes located convenient to the training center.

For Further Information Contact:

Mr. Lawrence K. Eide
Acting Superintendent
National Weather Service Technical
Training Center
Room 300 - 601 Hardesty Avenue
Kansas City, Missouri 64124

Phone: Area Code 816, 374-6326

Department of Commerce

National Oceanic and Atmospheric Administration

NOAA OFFICER TRAINING CENTER
Kings Point, New York

Purpose: To provide an intensive eight (8) week orientation training program for the newly commissioned officer, with the broad objectives of an introduction to the uniformed service and commissioned officer type of life: training in seamanship, marine navigation, ship organization; and a brief orientation in entire organization.

Programs or Courses Offered:

One course as above is offered four (4) times a year, usually in January, April, July, and October.

Who May Attend: The training course is designed to be presented to persons newly recruited into the NOAA Commissioned Corps before their first working assignment.

General Information: Living quarters are assigned (two officers per room) on the academy grounds: Cooperating Federal agencies or academic institution; United States Department of Commerce; Merchant Marine Academy, Kings Point, New York; long and short-range plans may be expanded or contracted to keep the Corps at the strength authorized by Congress.

For Further Information Contact:

Lt. Cdr. Joseph W. Dropp
Officer-in-Charge
NOAA Officer Training Center
Furuseth Hall, Room N-120
U. S. Merchant Marine Academy
National Oceanic and Atmospheric Administration
Kings Point, New York 11024

Phone: Area Code 516, 482-8200, extension 360 or 328

Department of Commerce

Patent Office

PATENT OFFICE ACADEMY
Arlington, Virginia

Purpose: The purpose of this center is to provide relatively new Patent Examiners with in-depth training in the basic and more advanced techniques and practices of patent examinations.

Programs or Courses Offered:

Basic and Advanced Patent Examiners Training Program.

Who May Attend: All participants must have a degree in science or engineering, and be involved in patent examination or prosecution.

General Information: Lecture, classroom discussion, and case studies are used. This training program does not provide for living arrangements.

For Further Information Contact:

Chariman, Curriculum Committee
Patent Office Academy
Patent Office
Washington, D.C. 20231

Phone: Area Code 703, 557-3425

Department of Defense

Air Force

AIR FORCE PERSONNEL DEVELOPMENT CENTER
Gunter Air Force Base, Alabama

Purpose: To increase the technical competence of civilian personnel office specialists, to expand the managerial and staff skills of supervisory and executive members of the personnel vocation, and to support special courses, seminars and conferences concerning matters of timely importance in civilian personnel management.

Programs or Courses Offered:

Civilian Personnel Officer
Classification and Wage Administration, Basic and Advanced Course
Employee Career Development, Advance Course
Placement and Employee-Management Relations, Basic and Advance Course
Program Management
Union-Management Relations

Who May Attend: Participants must have capacity for development and desire for professional advancement and must be assigned to duties relating to the subject of the particular course.

General Information: Government housing is available to civilians upon request.

For Further Information Contact:

Dr. Henry J. Duel
Personnel Research Branch
Fields Programs Division AFPCP-MA
Hq. USAF
Forrestal Building
Washington, D.C. 20330

Phone: Area Code 202, 693-5313

Department of Defense

Army

AMC AMMUNITION SCHOOL
Savanna, Illinois

Purpose: To provide progressive technical, operational, and administrative training in the field of ammunition to produce qualified personnel to support staff and technical positions related to the mission of USAMC in support of Army-Side requirements and to satisfy specialized Department of Defense commitments.

Courses or Programs Offered:

Twenty-one courses dealing with ammunition, transportation, guided missiles, chemical munitions, and nuclear weapons.

Who May Attend: All Department of Defense military and civilian personnel may attend any course of instruction offered by the School provided course prerequisites and quota requirements have been met. Persons, other than those actively engaged in the Ammunition Inspector (Surveillance) Career Program, should contact the Secretary of the School for specific attendance requirements. Training necessary in the career development of the Ammunition Inspector will be scheduled by the Ammunition Civilian Career Office, Savanna Army Depot.

General Information: All male officers, enlisted men, and civilian personnel reporting to the School for training must occupy Government quarters on the post. Female students will be permitted to make their own living arrangements as none are available on the post. Dining facilities are available for all personnel.

Transportation is available by bus from living quarters on post to the School and from the Army Depot to the town of Savanna.

For Further Information Contact:

Commanding Officer
Savanna Army Depot
Attn: AMX5V-ASA
Savanna, Illinois 61074

Phone: Area Code 815, 273-2211

Department of Defense

Army

ARMY MANAGEMENT ENGINEERING TRAINING AGENCY
Rock Island, Illinois

Purpose: To develop and impart a comprehensive body of knowledge of scientific management techniques and practices. The courses are principle, concept and/or technique oriented, with every effort being made to demonstrate best management practices in order to assist the enrollee in applying knowledge gained upon his return to his installation.

Programs or Courses Offered:

Detailed description listing of courses is contained in AMETA catalog.

Who May Attend: Appreciation Courses - managerial personnel in (GS-9/11 and above)
Basic Technique Courses - personnel in training as specialists in particular scientific management techniques
Executive Workshops - top management executives (GS-14 and above)
Intern Programs - carefully selected employees who will be future staff specialists and managers in their occupational field
Seminars - managerial personnel (GS-9 and above)

General Information: AMETA students are furnished quarters through contracts with local hotels. Cafeteria and library facilities are available on post.

For Further Information Contact:

Dr. James O. Jensen
Associate Director, U.S. Army Management Engineering Training Agency
Rock Island Arsenal
Rock Island, Illinois 61202

Phone: Area Code 309, 794-6043

Department of Defense

Army

ARMY MATERIALS AND MECHANICS RESEARCH CENTER
Watertown, Massachusetts

Purpose: To train government quality assurance personnel in the applications and limitations of the commonly used non-destructive test methods, the proper testing procedures and methods of interpreting test results.

Programs or Courses Offered:

Courses in the applications, limitations and interpretation of test results for non-destructive test methods used in quality assurance procedures.

Who May Attend: Personnel in quality assurance and inspection career fields.

General Information: Off-post accomodations in hotels, motels and lodging houses are adequate and plentiful in the area.

For Further Information Contact:

Army Materials and Mechanics
Research Center
Attn: AMXMR-MT
Watertown, Massachusetts 02172

Phone: Area Code 617, 926-1900

Department of Defense

Army

ARMY REGIONAL TRAINING CENTER - MIDWEST REGION
Indianoplis, Indiana

Purpose: The objectives of the Center are to develop a broad perspective of the personnel management job in relation to the total management function; improve insight into the personnel management responsibility of operating staff officials and their relationship to each other; increase understanding of current developments in personnel management; and to improve those human relations skills which make for effectiveness in managing people.

Programs or Courses Offered:

Personnel Management for Executives' Conferences.

Who May Attend: The course is designed for the top levels of management - military and civilian (GS-12 or above or field grade officers). Personnel of all Federal agencies are eligible to attend. On accasion an exception has been made, when special circumstances warrant, to allow non-government personnel to attend.

General Information: The PME Conference is conducted at Hueston Wood Lodge, College Corner, Ohio which is a division of Parks and Recreation, Ohio Department of National Resources. This provides for all conferees to be housed in the conference area. Study and lounge rooms are available in the housing area.

For Further Information Contact:

Mr. Vernon E. Orienturf
Chief, Training and Development Division
Officer Director of Civilian Personnel
U. S. Army Finance Center
Indianapolis, Indiana 46249

Phone: Area Code 317, 542-3401

Department of Defense

Army

ARMY REGIONAL TRAINING CENTER - NORTHEAST REGION
Fort Monmouth, New Jersey

Purpose: To develop a broad perspective of the personnel management job in relation to the total management function; to improve insight into the personnel management responsibility of operating and staff officials and their relationships to each other.

Programs or Courses Offered:

Personnel Management for Executives' Conferences

Who May Attend: Senior civilian and military executives of all Federal agencies are eligible to attend.

General Information: All participants are housed in the conference facilities.

For Further Information Contact:

Mr. William J. Brennan
Chief, Education and Training
Employee Development Branch
Civilian Personnel Division
U. S. Army Electronics Command
Fort Monmouth, New Jersey 07703

Phone: Area Code 201, 532-9000 ext. 21065

Department of Defense

Army

CENTRAL TRAINING INSTITUTE (CTI)
Saigon, Long Binh, and Can Tho, Republic of Vietnam

Purpose: To provide industrial skills, language, clerical, and management training for employees and managers assigned to Army organizations in the Republic of Vietnam.

Programs or Courses Offered:

Automotive Repair
Equipment Repair and Handling
Industrial Skills
Language Instruction and Improvement
Management
Office Procedures and Skills

Who May Attend: All USARV and serviced organizations within the Republic of Vietnam may nominate their employees to attend CTI courses. Personnel from other U. S. government agencies may be nominated on a space-available basis. Requests from other agencies will be forwarded to the Commanding General, United States Army, Vietnam, ATTN: AVCHP, APO 96375.

General Information: The CTI has trained an average of 5,000 employees each year since 1966, for serviced organizations. CTI classrooms and facilities are concentrated in three areas in RVN; Saigon, Long Binh, and Can Tho. A new trades school with live-in facilities is under construction at Long Binh and is expected to be in operation by May 1970.

CTI course objectives, length, and criteria for attendance are listed in USARV Pamphlet 690-1, CTI Course Catalog. The Catalog also describes how CTI spaces or instructors cadres are obtained.

CTI instructors will be sent TDY to outlying areas to conduct on-site courses if training needs support requests.

For Further Information Contact:

Director, Central Training Institute
Office of the Civilian Personnel Director
United States Army, Vietnam
APO 96375

Department of Defense

Army

HARRY DIAMOND LABORATORIES TRAINING CENTER
Washington, D. C.

Purpose: The Center provides Harry Diamond Laboratories' employees the opportunity to maintain the state of the art in the needed science and engineering fields. Courses given are non-credit and taught by senior scientists and engineers who are employees of HDL.

Programs or Courses Offered:

The following courses are taught as the need arises with some being taught on a continuing basis during the day.

Computer Oriented Calculus I & II
Electronic Circuit Analysis by Computer (SCEPTRE)
Elements of Freezing
Elements of Radar
Fourier Series and Transfers
Probability Theory and Statistics

Who May Attend: Persons meeting the necessary prerequisites and having required security clearances. Most of the above courses are taught at the graduate level and assume a general knowledge of the subject.

General Information: The Harry Diamond Laboratories have no living quarters for military or civilian personnel.

For Further Information Contact:

Mr. John K. Blundon
Chief, Training and Development Branch
Civilian Personnel Office
Harry Diamond Laboratories
Connecticut and VanNess Street, NW.
Washington, D. C. 20438

Phone: Area Code 202, 896-9779

Department of Defense

Army

LOGISTICS INTERN TRAINING CENTER
Texarkana, Texas

Purpose: To identify, develop, maintain, and replenish civilian career talent for managerial positions in depot operations, maintenance management, and maintainability engineering throughout the Department of the Army; to provide centralized training for Army Materiel Command personnel in depot maintenance field level work ordering and reporting procedures.

Programs or Courses Offered:

Depot Operations Intern Training Program
Maintainability Engineering Intern Training Program
Maintainability Work Ordering and Reporting Procedures
Maintenance Management Intern Training Program
Production Design Engineering Intern Training Program
Safety Engineering Intern Training Program

Who May Attend:

a) Maintenance Management and Depot Operations Intern Training Programs - Must meet FSEE eligibility for either GS-5 or GS-7 Supply Management Assistant or Equipment Specialist, and pass personal interview.

b) Maintainability, Safety, and Production Design, Engineering Intern Training Program - Must be graduate engineer and pass personal interview.

c) Maintenance Work Ordering and Reporting Procedures Course - Trainees must be closely associated with the preparation of the Depot Master Plan, Program Status Report, or processing of work authorizations involved in scheduling and mark-ups.

General Information: The center utilizes lecturers from other Federal agencies. The Maintainability Engineering Intern Program is conducted under contract with Texas A & M University. Because the courses are one to two years in duration, participants obtain their own housing, which is amply available within commuting distance of the Depot.

For Further Information Contact:

Mr. Elby W. McMichael
Director, Intern Training Center
Red River Army Depot
Attention: AMXRR-I
Texarkana, Texas 75501

Phone: Area Code 214, 838-2168

Department of Defense

Army

LOGISTICS MANAGEMENT CENTER
Fort Lee, Virginia

Purpose: To provide resident and non-resident instruction to wholesale logistics management; to conduct research; to formulate logistics doctrine; to maintain and disseminate bibliographic data on logistics studies on a Defense-wide basis; to assist selected foreign countries under the Military Assistance Program and other assistance programs; to develop courses in logistics for establishment in those countries; to assist Department of Defense logistics operating agencies in the installation of logistics management techniques.

Programs or Courses Offered:

The program consists of resident and non-resident instruction in wholesale logistics management and includes 14 courses and seminars in Army logistics management and 11 courses in Defense logistics management.

Who May Attend: Prerequisites for civilian nominees are based on grade and work assignment, and depend on the level of the course offered. All nominees must have a high school education and sufficient experience in logistics to comprehend the terminology and techniques employed in the course.

General Information: The Center faculty is supplemented by staff from other Defense agencies. Participants are required to occupy Government quarters while attending resident courses.

For Further Information Contact:

Mr. Joseph J. Lamantia
Chief, Registrar Office
U.S. Army Logistics Management Center
Fort Lee, Virginia 23801

Phone: Area Code 703, 734-6303

Department of Defense

Army

QUALITY ASSURANCE INDUSTRIAL TRAINING, U.S. ARMY MATERIEL COMMAND
Frankford Arsenal, Philadelphia, Pennsylvania

Purpose: Technical development is a process of continued growth through well selected works and practical experience, which serves to increase competence in specialized fields and to provide breadth and variety in background. The Centralized Training Program offers unequaled opportunities for such growth through a series of planned technical courses both in the electronic fields as well as in the field of mechanical and optical to meet the constantly changing technology.

Programs or Courses Offered:

Thirty-six courses are offered in the electronics and electro-mechanical optical fields.

Who May Attend: Attendance is primarily for AMC personnel but on a space available basis for Army, Navy, Air Force, and Contractor Personnel.

General Information: Government quarters are not available. Reservations will be made on request.

For Further Information Contact:

Mr. George Huver, Acting Chief
Training Division
U.S. Army, Frankford Arsenal
ATTN: SMUFA-Q7000, Bldg. 42-2
Bridge & Tacony Streets
Philadelphia, Pennsylvania 19137

Phone: Area Code 215, JE 5-2900 ext. 4202

Department of Defense

Army

U.S. ARMY SCHOOL, EUROPE
Oberammergau, Germany

Purpose: To function as the Army Regional Training Center for Europe in conducting Personnel Management for Executives Conferences and other Department of the Army Management Courses for the European Region; to provide technical, professional, administrative and management training as necessary.

Programs or Courses Offered:

Advanced Position and Pay Management
Advanced Training and Development Seminar
Conference Leadership Institute
Grievance Examiner
Labor Relations
Organization Planning
Personnel Management for Executives
Position and Pay Management
Recruitment and Placement
Regulatory Base of Personnel Management
Seminar for Chiefs of Management Offices
Standard Time Data
Systems and Procedures Analysis
Work Methods and Standards
Work Methods and Standards Appreciation
Work Planning and Control
Work Planning and Control Appreciation

Who May Attend: Personnel who have actual or anticipated assignments requiring the training and who meet the prerequisites of individual courses may participate.

General Information: On-site housing is provided.

For Further Information Contact:

Mr. Kenneth H. Dobelbower, Director
Executive and Career Development Department
U.S. Army School
Europe APO 09172

Department of Defense

Army

U. S. ARMY TOPOGRAPHIC COMMAND TRAINING CENTER
Washington, D. C.

Purpose: To train and develop employees in the various skills, abilities and knowledges needed in the production and management of the Geodetic and Cartographic mission of the U. S. Army Topographic Command.

Programs or Courses Offered:

Professional Scientific, and Engineering

Aerial Photo Interpretation
Analytical Photogrammetry
Professional Cartography and Geodesy for Engineers and Scientists
Technical Cartography

Management, Supervision and Administration

Conference Leadership
Personnel Management
Role of the Supervisor
Supervisor Development
Value Engineering
Work Simplification

Communication Skills

Effective Speaking
Plain Letters

Clerical

Military Correspondence

Orientation

Pre-Retirement Planning

Health and Safety

First Aid
Medical Self-Help
Civil Defense

Who May Attend: Admission requirements vary from course to course.

General Information: In fiscal year 1970, 813 agency employees and four interagency personnel were trained in various courses offered by the Center. Participation by other agencies is encouraged. Housing is not provided.

For Further Information Contact:

Mr. Arthur L. Benton. Acting Chief
Training and Development Division
Personnel Office
U. S. Army Topographic Command
6500 Brooks Lane
Washington, D. C. 20315
Phone: Area Code 301, 986-2384

Department of Defense

Navy

CAPITAL AREA PERSONNEL SERVICES OFFICE, NAVY EMPLOYEE TRAINING CENTER
Arlington, Virginia

Purpose: To conduct and/or coordinate common-needed training programs for headquarters offices, bureaus, systems commands, and nearby field activities. The Center works with the offices, bureaus, systems commands, and nearby field activities to determine training needs and to formulate programs which will satisfy these needs.

Programs or Courses Offered:

After-Hours Programs
Communications
General Management
Management Skills
Orientation
Personnel Management

Who May Attend: Navy employees and other Federal employees on a space available basis.

General Information: The Center was officially established in October 1968. No living accommodations are provided, but motels and hotels are available in the area.

For Further Information Contact:

Head, Employee Development Division
Capital Area Personnel Services Office, Navy
Ballston Center Tower Two, Room 1111
801 North Randolph Street
Arlington, Viriginia 22203

Phone: Area Code 202, 692-4477

Department of Defense

Navy

CCPO TRAINING CENTER, FIFTH NAVAL DISTRICT
Norfolk, Virginia

Purpose: To meet the current needs of the thirty-six serviced activities.

Programs or Courses Offered:

Basic Speech Techniques
New Math
Public Speaking

Who May Attend: Employees of the CCPO serviced activities, military and civilians, and others on a space available basis.

General Information: Classes are held on base at Headquarters, Fifth Naval District.

For Further Information Contact:

Mrs. Elizabeth Gilbert
Employee Development Specialist
Consolidated Civilian Personnel Office
Headquarters, Fifth Naval District
Norfolk, Virginia 23511

Phone: Area Code 703, 444-2645

Department of Defense

Navy

NATIONAL NAVAL MEDICAL CENTER
Bethesda, Maryland

Purpose: To assist management and supervisory personnel in providing training needed to maintain a well trained work force and to aid in advanced planning and budgeting for training.

Programs or Courses Offered:

These relatively short-term programs are presented during the months of September through May. Courses include:

Basic Math and English
Effective Listening and Advanced Effective Listening
Home Study Supervisory Course
Navy Correspondence Procedures
Reading Improvement
Refresher Typing
Supervisory Development

Who May Attend: Attendance limited to Medical Center Personnel, military and civilian.

For Further Information Contact:

Mr. Nicholas J. Szabados
Head, Training and Educational Services Branch
Building 7, Room 32
National Naval Medical Center
Bethesda, Maryland 20014

Phone: Area Code 301, 295-0574

Department of Defense

Navy

NAVFAC TECHNICAL TRAINING CENTER
Norfolk, Virginia

Purpose: To provide career planning for wage board occupations in public works centers and departments in Navy field activities; to provide correspondence courses for public works occupations; to arrange for necessary technical courses through contracts for training in non-Government facilities.

Programs or Courses Offered:

Classroom Training

Air Conditioning and Refrigeration
Air Operated Controllers
Boiler Inspection
Corrected Flow Measurements
Diesel Fuel Injection
Diesel Power Generator
Electric Controls
Heating Plant Operations
High and Low Voltage Coordination
Instruction Alarm Systems
Instrumentation and Measurements
Pneumatic Controls
Protective Electrical Devices
Solar Gas Turbine
Telemetering Service
Transmission Fundamentals

Correspondence Courses

Basic Arithmetic
Basic Control Theory and Circuit Control
Basic Draft Tools
Basic Drafting
Basic Principles of Electricity
Water and Sewage

Who May Attend: Admission requirements vary with the occupational and career needs of the employees concerned.

General Information: Living facilities are not provided.

For Further Information Contact:

Mr. Warren L. Frink, Director
Naval Facilities Technical Training Center
Navy Public Works Center
Norfolk, Virginia 23511

Phone: Area Code 703, 690-2586

Department of Defense

Navy

NAVORDSYSCOM ENVIRONMENTAL HEALTH CENTER
Cincinnati, Ohio

Purpose: The courses are designed to orient Navy personnel involved in the maintenance of health and safety with the principles of occupational health and the procedures used to recognize, evaluate, and control occupational health harzards.

Programs or Courses Offered:

Industrial Environmental Health Workshop

Who May Attend: Physicians, nurses, and paramedical personnel may attend.

General Information: Lecturers include scientific personnel from Federal agencies and professors from universities. Workshops are held in San Francisco and New York. Government housing is not provided.

For Further Information Contact:

Mr. Jim Fultz
Training Director
Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVORDSYSCOM FIELD SAFETY SCHOOL
Crane, Indiana

Purpose: To develop the knowledge and experience necessary for Naval Ammunitions personnel and others to carry out their functions under the safest conditions.

Programs or Courses Offered:

Explosives Safety	Industrial Safety
Fire Protection	Motor Vehicle Safety
Health and Hygiene	Safety Management

Who May Attend: Military and civilian personnel from Government activities and from private industry with Government contracts, who are fully capable of absorbing and applying the instructions they receive, are eligible.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. Jim Fultz
Training Director
Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Navy

NAVY LOGISTIC MANAGEMENT SCHOOL
Washington, D.C.

Purpose: To develop formal logistic support, programming and budget training courses; to provide a complete and comprehensive training program in logistics.

Programs or Courses Offered:

Integrated Logistic Support Concepts Course
Integrated Logistic Support Managers Course
Navy Department Planning and Management Systems Course
Navy Department Systems Analysis Course

Who May Attend: Rank of Lieutenant Commander or a grade level of GS-12 or above is required for participation in addition to secret clearance.

General Information: Government housing is not provided.

For Further Information Contact:

Mr. Harold Pelton
Deputy Director, Navy Logistic Management School
Naval Station
Washington, D.C. 20390

Phone: Area Code 202, 693-3384

Department of Defense

Navy

PROCUREMENT TRAINING AND DEVELOPMENT BRANCH
Washington, D.C.

Purpose: To improve proficiency of procurement personnel.

Programs or Courses Offered:

Advanced Procurement Planning Seminar
Art and Technique of Negotiation Contract Modifications
Cost and Price Analysis and Negotiation Technique
Defense Advance Incentive Contracting Workshop
Defense Two-Step Formal Advertising and Multi-Year Procurement Seminar
Defense Procurement Executive Refresher Course
Defense Small Purchase Course
Principles and Applications of Value Engineering
Procurement Management for Technical Personnel
Termination Settlement and Negotiations

Who May Attend: Personnel from other agencies are eligible to attend. Admission requirements vary per course.

General Information: Housing facilities are not provided.

For Further Information Contact:

Miss Grace Steckel
Procurement Analyst
Naval Materiel Command (0213)
Washington, D.C. 20360

Phone: Area Code 202, 692-8689

Department of Defense

Navy

WEAPONS PRODUCTION ENGINEERING CENTER
Crane, Indiana

Purpose: To provide the enrollee with the working knowledge necessary to perform the duties of a technician in a sound work measurement program and to relate this effort to the overall management process.

Programs or Courses Offered:

Department of Defense Work Methods and Standards Course
Methods Time Measurement (Updating)
Standard Operations Procedures - Safety Relationships
Work Methods Standards Orientation

Who May Attend: The course is designed for persons presently engaged in (or soon to be assigned to) methods study and work measurement activities. The attendee must be adept in applying basic arithmetic and simple algebraic techniques.

General Information: Quarters for enrollees are available at a local hotel.

For Further Information Contact:

Mr. Jim Fultz
Training Director
Naval Ammunition Depot
Crane, Indiana 47522

Phone: Area Code 812, 854-1607 or 854-1614

Department of Defense

Defense Contract Audit Agency

DEFENSE CONTRACT AUDIT INSTITUTE
Memphis, Tennessee

Purpose: The objective of the Institute is to provide professional audit training to Defense Contract Audit Agency personnel. The Agency's mission requires that its audit workforce be knowledgeable in subjects that are not taught at other Federal or non-Government training facilities. The Institute was established in order to fill this void and provide instruction in basic and advanced contract audit techniques.

Programs or Courses Offered:

Audit in Automatic Data Processing Environment
Auditor Intern
Graphic and Computational Analysis Techniques
Improvement Curve Analysis Techniques
Intermediate Auditor--Methods and Techniques
Intermediate Auditor--Technical Indoctrination
Statistical Sampling Seminar
Supervision and Technical Management of Audits

Who May Attend: The DEAA Master Training and Development Plan is an integral element of the DEAA Auditor Career Management Program. Courses in the plan will provide professional, technical, and managerial training commensurate with the employee's grade level and/or career level.

General Information: In fiscal year 1970, a total of 1,141 agency employees and 24 employees of other Federal agencies were trained. Students are provided living accommodations in commercially operated hotels/motels in Memphis, Tennessee.

For Further Information Contact:

Chief, Professional Development Division
Office of the Deputy for Review and Evaluation
Headquarters, Defense Contract Audit Agency
Cameron Station
Alexandria, Virginia 22314

Phone: Area Code 202, 694-7341

Department of Defense

National Security Agency

NATIONAL CRYPTOLOGIC SCHOOL
Fort Meade, Maryland

Purpose: To provide cryptologic training for NSA personnel.

Programs or Courses Offered:

The National Cryptologic School Catalog, which identifies courses offered, will be made available on a need-to-know basis to personnel holding SECRET clearances.

Who May Attend: Personnel possessing appropriate security clearances and having a valid need-to-know are admitted to National Cryptologic courses on a quota basis.

General Information: Both agency and interagency employees are trained. No housing facilities are provided, but motel facilities are located nearby.

For Further Information Contact:

Commandant
National Cryptologic School
National Security Agency
Fort George Meade, Maryland 20755

District of Columbia Government

DEPARTMENT OF CORRECTIONS TRAINING ACADEMY
Lorton, Virginia

Purpose: To develop and conduct in-service training programs, and to provide outside training and developmental opportunities for personnel of the D.C. Department of Corrections.

Programs or Courses Offered:

Disturbance and Security Training
Executive Seminars
In-Service Training for Correctional Officers
Management I, II, and III
Pre-Service (Orientation) Training for all New Employees
Pre-Service Training for all new Correctional Officers
Seminars for Social Workers
Supervision I and II
Weapons Qualification Training

Who May Attend: Personnel of the D.C. Department of Corrections; personnel of other departments and agencies of the D.C. Government; and personnel of Federal, State, and local correctional agencies on a space available basis.

General Information: No on-site quarters available. Training programs are conducted in conjunction with the Law Enforcement Assistance Administration, U.S. Department of Justice.

For Further Information Contact:

Mr. John W. Sisson
Administrator, Department of Corrections Training Academy
Box 25
Lorton, Virginia 22079

Phone: Area Code 703, 768-9200

District of Columbia Government

DISTRICT OF COLUMBIA FIRE DEPARTMENT TRAINING CENTER
Washington, D.C.

Purpose: To train members of the Department in order to attain the utmost in fire fighting effectiveness and efficiency.

Programs or Courses Offered:

Basic Firefighting
Civil Defense
Emergency Ambulance Service Course
First Aid Instructor Course
Foam and Dry Chemical Truck Technician's Course
MB-5 Aircraft Fire Fighting
Officers Training Course
Pump Course
Vehicle-Training for Drivers and Turret Operators
Water Supply

Who May Attend: Trainees must have duties related to fire fighting.

General Information: Housing facilities are not available.

For Further Information Contact:

Deputy Chief Joseph J. Zeis
Chief, Training Division
D.C. Fire Department
Training Center
4600 Overlook Ave., S.W.
Washington, D.C. 20032

Phone: Area Code 202, 462-1762

District of Columbia Government

METROPOLITAN POLICE DEPARTMENT TRAINING DIVISION
Washington, D.C.

Purpose: To develop training programs and curriculum and to provide training to police officers, to recommend and arrange training in institutes of higher learning.

Programs or Courses Offered:

Advance Investigative Techniques
Advanced Collection and Preservation of Physical Evidence
Canine Corps Training
Civil Disturbance Unit Training
Crime Scene Search
Emerging Roll of the Professional Police Officer in the Urban Community
Police Instructor Training
Police Press Relations
Police Recruit School
Police Supervisory Command School

Who May Attend: Participants must be Police Officers of the Metropolitan Police Department, Washington, D.C. or an invited member of another law enforcement agency. A high school diploma or a certificate of equivalency is required.

General Information: Due to limited facilities and personnel, this center is unable to offer the use of its facilities to other agencies. However whenever possible, every effort is made to cooperate with Federal agencies by supplying printed materials and speakers when requested.

For Further Information Contact:

Mr. James L. Charney
Director, Training Division
Metropolitan Police Department
300 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: Area Code 202, 626-2000

Environmental Protection Agency

NATIONAL TRAINING CENTER

Cincinnati, Ohio, Ada, Oklahoma, Athens, Georgia, Corvallis, Oregon, Edison, New Jersey, Anchorage and Fairbanks, Alaska

Purpose: To design, develop and implement specialized training in the causes, prevention, and control of water pollution for State, regional, and local government water quality management personnel, and others with similar responsibilities.

Programs or Courses Offered:

Broad areas of courses including analytical courses in biological and chemical speciality areas related to all forms of water pollution assessment and abatement and courses in:

- Advances in the Treatment of Domestic Wastes
- Analytical Quality Control
- Bacterial Examination of Drinking Water
- Characterization and Treatment of Organic Industrial Waters
- Chemical Examination of Drinking Water
- Control of Oil and Other Hazardous Materials
- Current Practices in Water Microbiology
- Estuary Studies
- Field and Laboratory Activities in Water Quality Surveys
- Geohydralogic Relationships in Water Pollution
- Ground Water Technology
- Monitoring, Data Collection, Evaluation and Analysis
- Orientation in Water Hygiene
- Planning, Development and Management of Wastewater Treatment Facilities
- Sewage Treatment Facilities for Federal Installations
- State and Federal Joint Surveys
- Unit Processes - Water Plant Operation
- Use of Photogrammetric Techniques in Water Pollution Control
- Wastewater Treatment Operation and Operator Instruction Development
- Water Pollution Ecology
- Water Treatment Technology

Who May Attend: Scientists, engineers, managers, and other professional people; technicians and operators engaged in the field of water quality management, pollution abatement, and related activities.

General Information: Hotels and motels in each area provide housing.

For Further Information Contact:

Director, National Training Center
Water Quality Office
Environmental Protection Agency
4676 Columbia Parkway
Cincinnati, Ohio 45226
Phone: Area Code 513, 871-1820, ext. 259

Department of Health, Education and Welfare

Office of Education

SOUTHWEST INTERAGENCY TRAINING CENTER
Washington, D.C.

Purpose: To provide basic skills training and upgrading skills training to lower-level Federal employees.

Programs or Courses Offered:

Basic Skills
Keypunch
Orientation and Assessment
Secretarial Procedures
Shorthand
Typing

Who May Attend: All Federal employees whose PSC proposals have been approved by the Civil Service Commission may send employees to the SWTC for training.

General Information: The SWTC is conducted by Federal City College and became operational December 8, 1970.

For Further Information Contact:

Mr. John M. Jenkins
Chairman, Advisory Council, SWTC
Room 1132, Office of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20201

Phone: Area Code 202, 963-5269

Department of Health, Education and Welfare

Public Health Service

APPLIED STATISTICS TRAINING INSTITUTE (ASTI)
Research Triangle Park, North Carolina

Purpose: To provide short-term practical courses in vital and health statistics for State and local health department personnel, and others with similar responsibilities in the Federal Government and in health-related fields; to provide consultation and assistance in the development of training activities of State and local health agencies; and to develop regional training programs in vital and health statistics.

Programs or Courses Offered:

Computer Processing; Capabilities and Limitations of Computer Systems
Data Systems for Mental Health Centers
Health Survey Sampling Methods
Research Design in Evaluation of Health Programs
Statistical Methods of Diagnosing Community Health Status
Statistical Methods in Public Health
Techniques in Demography
Use of Health Records in Medical Care Research
Vital Statistics Organization and Administration
Vital Statistics Records and Their Uses

Who May Attend: Vital and Health Statisticians, Health and Program Directors and other health personnel who work in the field of statistics, or who need to know more about the use of statistics in the health field.

General Information: There is no tuition fee. Assistance is given in obtaining housing at local hotels and motels.

For Further Information Contact:

Dr. Anders S. Lunde
Director, Office of State Services
National Center for Health Statistics
P.O. Box 12214
Research Triangle Park, North Carolina 27709

Phone: Area Code 919, 549-7416

Department of Health, Education, and Welfare

Public Health Service

DESERT WILLOW TRAINING CENTER
Tucson, Arizona

Purpose: To foster the development of knowledge, skills, and concepts which can be applied to accelerate better health for more Indian and Alaska Native people.

Programs or Courses Offered:

Dental Officer Training in Epidemiology
Epidemiology
Health Program Management for Indian Health Service Staff
Health Program Management for Indian Leaders
Indian Community Health Representative Program
Professional Forums

Who May Attend: The first two programs listed above are open only to American Indians and Alaska Natives. The 3rd program is for IHS Staff while the Forums are given for advisory groups and other professionals. The epidemiology courses are limited to supervisory personnel of GS-7 and above.

General Information: The training center was formerly a dude ranch and has complete lodging, dining and recreational facilities.

For Further Information Contact:

Mr. John W. Wydro
Assistant Chief, Training Branch
Indian Health Service
5600 Fishers Lane
Rockville, Maryland 20852

Phone: Area Code 301, 433-1190

Office of the Director
IHS Desert Willow Training Center
P.O. Box 17510
10755 Tanque Verde Road
Tucson, Arizona 87510

Phone: Area Code 602, 792-6451

Department of Health, Education and Welfare

Public Health Service

CENTER FOR DISEASE CONTROL TRAINING
Atlanta, Georgia

Purpose: Prevent and control communicable and vectorborne diseases and other preventable conditions, including those related to malnutrition, through consultation and training. Up-to-date technical content is furnished by Center staff members and consultants from universities and health agencies. Consultation and assistance is also provided for training activities conducted by State and local health agencies.

Programs or Courses Offered:

The Center offers many courses in communicable disease control along with some courses in personal and organizational skills and in training aids and methodology.

Who May Attend: All professions and disciplines involved in the prevention and control of disease, priority is given to the employees of official health agencies.

General Information: Travel, housing, and subsistence costs must be paid by the trainee. All further information needed by applicants will be supplied when they are accepted.

For Further Information Contact:

Center for Disease Control
Attention: Training
Atlanta, Georgia 30333

Phone: Area Code 404, 633-3311, extension 6765

Department of the Interior

DEPARTMENTAL CLERICAL TRAINING CENTER
Washington, D.C.

Purpose: To provide inter-bureau clerical skills training for employees in grades GS-1 through GS-7. The overall purpose is to improve clerical skills for possible upgrading of lower-level employees.

Programs or Courses Offered:

"Read Your Way Up" (for Summer Aids)
Refresher Shorthand
Refresher Typing
Secretary's Skills Workshop

Who May Attend: Departmental personnel and other agency and department personnel on a space-available, reimbursable basis.

General Information: A comprehensive reading program is being developed and will begin in March 1971. Additional courses and programs will be developed as needs dictate.

For Further Information Contact:

Miss Mary F. Balmer
Employee Development Specialist
U.S. Department of the Interior
Washington, D.C. 20240

Phone: Area Code 202, 343-3345

Department of the Interior

DEPARTMENTAL MANAGEMENT TRAINING CENTER

Washington, D. C.

Purpose: To enhance the management skills of all levels of supervisory employees.

Programs or Courses Offered:

The Supervisor's Job, Part I
The Supervisor's Job, Part II

Who May Attend: Available to other agencies and departments and to personnel of State and local governments.

General Information: Additional courses and programs will be developed as needs dictate.

For Further Information Contact:

Mr. Paul E. Vaniman
Director, Departmental Management
Training Center
U. S. Department of the Interior
Washington, D. C. 20240

Phone: Area Code 202, 343-2959

Department of the Interior

Bureau of Indian Affairs

INDIAN POLICE ACADEMY
Roswell, New Mexico

Purpose: To provide a standard Indian Police Training Program to assure more effective service to Indians and their property.

Programs or Courses Offered:

Basic Education Training
Criminal Investigators Course
Government and Administration
Laws, Courts and Judicial Procedures
Physical Activities
Police Science and Investigation
Records and Report Writing
Social Relations
Traffic Functions

Who May Attend: Presently employed Bureau and Tribal Personnel or individuals qualified for an appointment as a Bureau of Tribal Police Officer who meet the requirements of the Bureau's Employment Assistance Program.

General Information: Participants are housed in a dormitory and meals are provided.

For Further Information Contact:

Mr. D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, N.W.
Washington, D.C. 20240

Phone: Area Code 202, 343-2972

Department of the Interior

Bureau of Indian Affairs

INSTRUCTIONAL SERVICE CENTER
Brigham City, Utah

Purpose: To fulfill a threefold objective: (1) production of in-service training material; (2) orientation of professional staffs; and (3) workshops to meet collective professional needs of staff.

Programs or Courses Offered:

Administrator's Workshop
Leadership Training for Bureau School Administrators

Who May Attend: Division of Education professionals, and the paraprofessional and administrative staff may attend.

General Information: One thousand participants can be accommodated on the campus of Intermountain School. On-campus housing is supplemented by local motels.

For Further Information Contact:

Mr. D. W. Daughhetee
Employee Development Officer
Department of the Interior
1951 Constitution Avenue, N.W.
Washington, D.C. 20240

Phone: Area Code 202, 343-2972

Department of the Interior

Bureau of Land Management

BOISE INTERAGENCY FIRE CENTER
Boise, Idaho

Purpose: Together with the Forest Service of the U.S. Department of Agriculture and the Weather Service, NOAA, of the U.S. Department of Commerce, to strengthen and extend the effectiveness of wildlife control in the western United States and Alaska.

Programs or Courses Offered:

Fire Weather Behavior
All phases of wildlife control techniques and management.

Who May Attend: Smoke jumpers, fire crews and key fire and resource management and staff personnel of Interior agencies and other resource management; also invitations to State and local governments, Canada and Mexico.

General Information: There has been a long history of cooperation and exchange of services among the three national agencies, so the idea of "working together" is not new. The opportunities to more effectively work together are greatly multiplied, however, when men and equipment and technical know-how are brought together in one central location.

A modern training building provides the latest in classroom accommodations and audio-visual equipment, including a fire control simulator.

For Further Information Contact:

Mr. Roger R. Robinson
Director, Boise Interagency Fire Center
Bureau of Land Management
3905 Vista Avenue
Boise, Idaho 83705

Phone: Area Code 208, 342-9237

Department of the Interior

National Park Service

ALBRIGHT TRAINING CENTER
Grand Canyon, Arizona

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The Courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing him for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

The Center conducts 23 courses using primarily a seminar and workshop approach. The courses deal with areas such as basic and advanced administration, specific management sessions such as environmental management, supervisory training, law enforcement training, and communications.

Who May Attend: Courses available primarily for Bureau employees but open to interagency, State, and local governments on a space available, reimbursable cost basis.

General Information: Dormitory facilities available, as are concession operated motels.

For Further Information Contact:

Chief, Division of Training
National Park Service
Department of the Interior
Washington, D.C. 20240

Phone: Area Code 202, 343-8823

Department of the Interior

National Park Service

MATHER TRAINING CENTER
Harpers Ferry, West Virginia

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

The Center conducts 25 courses using primarily a seminar and workshop approach. The courses deal with areas such as basic and advanced administration, specific management sessions such as concessions management, supervisory training, law enforcement training and communications.

Who May Attend: Courses available primarily for Bureau employees but open to interagency, State and local governments on a space available, reimbursable cost basis.

General Information: Dormitory space available, also commercial motels.

For Further Information Contact:

Chief, Division of Training
National Park Service
Department of the Interior
Washington, D.C. 20240

Phone: Area Code 202, 343-8823

Department of the Interior

National Park Service

NATIONAL CAPITAL PARKS TRAINING CENTER
Washington, D.C.

Purpose: To design, conduct, and evaluate courses which provide orientation, indoctrination, or refresher type training. The courses offered will provide career development opportunities for all Bureau employees by meeting the changing skill, knowledge, and attitudinal needs of both employee and Bureau; thus, developing him for either specialized or general occupational roles in the National Park Service.

Programs or Courses Offered:

Accident Control Through Supervision
Accident Reporting
American Red Cross Standard First Aid
Basic Law Enforcement Training
Concessions Management Seminar
Defensive Driving Course
Gardener Training
Introduction to Supervision
Supervision and Group Performance
U. S. Park Police Inservice Training Course

Who May Attend: Courses available to interagency, State and local government personnel on a space available basis. Law enforcement training is limited to National Park Service employees.

General Information: Mateland Hotel accommodations are available in the vicinity.

For Further Information Contact:

Chief, Division of Training
National Park Service
Department of the Interior
Washington, D.C. 20240

Phone: Area Code 202, 343-8823

Department of Justice

Federal Bureau of Investigation

FEDERAL BUREAU OF INVESTIGATION ACADEMY
Quantico, Virginia

Purpose: The objectives of the Federal Bureau of Investigation Academy are twofold. It is this Bureau's basic objective to afford training to new Special Agents personnel to equip them with the fundamentals of the law enforcement profession. The other objective is to afford training to selected local, county, State and Federal law enforcement officers from all over the United States and some foreign nations.

Programs or Courses Offered:

In-Service Training - e.g., Investigative Techniques, Policy Matters, Court Decision, Administrative Techniques and other material essential to functions of experienced Special Agents.

National Academy Training - e.g., Courses in criminal law and investigations, behavioral science, physical science, administration and management for personnel of local, county, State, and selected Federal law enforcement agencies.

New Agents Training - e.g., The Constitution, Federal Criminal Procedure, Investigative Techniques, Collection, Identification and Preservation of Physical Evidence, Firearms and Defensive Tactics.

Who May Attend: Personnel attending New Agent's Training and In-Service Training must meet requirements for Special Agent of the Federal Bureau of Investigation. Attendance at in-service courses is restricted to Special Agents having at least 3 years field experience. To qualify for attendance at the National Academy, a nominee must be a full-time officer of a duly constituted law enforcement agency, and must meet rigid requirements as to physical condition, experience, education, and character.

General Information: Housing is provided.

For Further Information Contact:

Mr. Joseph J. Casper
Assistant Director
Training Division
Federal Bureau of Investigation
Washington, D.C. 20530

Phone: Area Code 202, 393-7100

Department of Justice

Immigration and Naturalization Service

OFFICER DEVELOPMENT CENTER
Los Fresnos, Texas

Purpose: The purpose of the Advanced Officer College and Border Patrol Academy is to conduct a series of progressive and efficient training programs to build and retain a force of skilled and efficient employees who will install and use the best modern practices and techniques in the conduct of the Service's business thereby increasing efficiency and economy and improving public service.

Programs or Courses Offered:

Executive Development Seminar
Journeyman Immigrant Inspector Course
Journeyman Investigator Course
Naturalization Examiners Course
Operational Conference for Supervisory Investigators
Patrol Inspector Trainee Course

Who May Attend: Employees and others are enrolled in the center's courses upon the request of responsible officials who have identified need for such training.

General Information: This center cooperated with several other agencies in presenting courses and seminars similar to those listed above. On-site housing is provided.

For Further Information Contact:

Mr. Joe F. Staley
District Director
U.S. Immigration and Naturalization Service
Rural Route 3 Box 340
Los Fresnos, Texas 78566

Phone: Area Code 512, 233-5755 or ext. 5

Department of Justice

Bureau of Narcotics and Dangerous Drugs

NATIONAL TRAINING INSTITUTE
Washington, D.C.

Purpose: To provide training for Special Agent personnel in job-related skills, elements of supervision, and to prepare them for overseas duty.

Programs or Courses Offered:

Basic Agent Training

Who May Attend: Requirements are the same as they are for recruitment as a BNDD Special Agent.

General Information: Hotel and motel accommodations are available.

For Further Information Contact:

Mr. Ernest J. Marquardt, Chief
Agent Training Division
Bureau of Narcotics and Dangerous Drugs
1405 Eye Street, N.W.
Washington, D.C. 20537

Phone: Area Code 202, 382-4517

Panama Canal Company

PANAMA CANAL COMPANY TRAINING CENTER
Ancon, Canal Zone

Purpose: To provide each employee with training for the jobs he/she performs; to provide retraining to enable employees to maintain top efficiency in their jobs; to give the employees additional skill leading to advancement. The training center includes an Apprentice School whose students graduate as journeymen in crafts and trades.

Programs or Courses Offered:

Throughout the calendar year the courses offered on the basis of need include:

Basic Management Techniques I and II
Craft Leadership Project
Defensive Driving
Industrial Instruction Techniques
Introduction to Supervision
Special Courses by Outside Experts
Spoken and Controversial Spanish
The Supervisor and Human Behavior
Theory and Practice of Management and Organization

Who May Attend: Any employee of the Panama Canal Company/Canal Zone Government who is nominated by his/her supervisor may attend. Employees from other Federal agencies can also attend on a space-available basis.

General Information: Formalized training was begun at the Panama Canal about 1908 to provide machinists and carmen during the construction period. The total training program has gradually expanded to meet the needs of a complex organization. Hotel accommodations are available within the Canal Zone.

For Further Information Contact:

Dr. Daniel J. Paolucci
Deputy Personnel Director (Staff)
Panama Canal Company, Noona
243-A, Administration Building
Balboa Heights, Canal Zone

Phone: Overseas Operator
Balboa 2-2625

U.S. Postal Service

OKLAHOMA POSTAL TRAINING OPERATIONS
Norman, Oklahoma

Purpose: To provide highly specialized training geared to the Postal Service's needs as regards its mechanical, maintenance, and technical functions, as well as related supervisory training, which is vital to the support of the processing of mail approaching 100 billion pieces annually.

Programs or Courses Offered:

The Center offers 40 courses in the following areas:

Automative
Electronics
Management
Plant Equipment
Postal Equipment

Who May Attend: Postal employees

General Information: Government facilities, University of Oklahoma facilities, and commercial motels are used for training lodging.

For Further Information Contact:

Mr. John A. Love
Chief, Administrative Support Division
Oklahoma Postal Training Operations
U.S. Postal Service
1524 Asp Avenue
Norman, Oklahoma 73069

Phone: Area Code 405, 325-1747

U.S. Postal Service

POSTAL SERVICE MANAGEMENT INSTITUTE
Washington, D.C.

Purpose: To advance the broad goals of the Postal Service by providing relevant training and educational opportunities for its professional, technical (excluding maintenance), managerial and supervisory personnel involving a "Student body" of approximately 70,000 employees. The Curriculum supports the Postal Service's goals of (1) Decentralization of Decision-Making Authority, (2) Economy through Cost Analysis, (3) More Effective Use of Technological Advances, and (4) More Effective Use of Manpower.

Programs or Courses Offered:

The Institute offers 46 courses in the following areas:

Communications
General Management
Labor-Management Relations
Management Sciences
Personnel Management
Safety

Who May Attend: While Institute courses, except the Military Postal Operations Management Course, are conducted primarily for postal personnel, the Institute is open, where possible, to persons officially sponsored by other Federal agencies and to foreign nations to which the United States offers technical assistance.

General Information: Motels and leased apartments are used for trainee lodging.

For Further Information Contact:

Mr. George G. Ryffel
Executive Officer
Postal Service Management Institute
U.S. Postal Service
7900 Wisconsin Avenue, N.W.
Washington, D.C. 20014

Phone: Area Code 202, 495-6209

Railroad Retirement Board

EMPLOYEE DEVELOPMENT UNIT
Chicago, Illinois

Purpose: To provide for the recognition, utilization, and development of each employee's work potential; to train employees for future work assignments; to train and develop supervisors at all levels; to train and develop executives; to provide for the establishment of developmental guidance and counseling services; to increase the versatility of employees in work assignments; to provide employees with information about Board policies and programs in order to increase their appreciation of the Board's functions and their contributions, and to create an environment which will stimulate and encourage employee development, both through individual self-improvement and through Board-sponsored activities.

Programs or Courses Offered:

Basic Algebra
Basic Course for Supervisors
Basic English
Claims Examiner Training
Effective Writing
Fundamentals of Leadership
General Mathematics
IBM 360 and 7070 Training
Information Conference Training
Management Development Course
Plain Letters
Programmed Instruction COBOL
Public Speaking
Typing Courses

Who May Attend: Employees are nominated by superiors for job-related training; self-development courses are offered after-hours for voluntary enrollment.

General Information: Employees brought in from outside the Chicago area are quartered in reasonably priced, suitable hotels close to Board Headquarters.

For Further Information Contact:

Mr. James J. Costello
Employee Development Specialist
U.S. Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Phone: Area Code 312, 944-5500 ext. 472

Small Business Administration

SMALL BUSINESS ADMINISTRATION EASTERN TRAINING CENTER
Silver Spring, Maryland

Purpose: To provide the Samll Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development
Effective Listening
Instructor Training
Interviewing & Counseling
Management Development
Personnel Management
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Eastern Training Center
Small Business Administration
8115 Fenton Street
Silver Spring, Maryland 20910

Phone: Area Code 301 557-5413

Small Business Administration

SMALL BUSINESS ADMINISTRATION WESTERN TRAINING CENTER
Denver, Colorado

Purpose: To provide the Small Business Administration with a facility which is designed and equipped to the specifications of professional trainers and a setting in which instructors can achieve maximum effectiveness and participants can derive maximum benefit from the programs offered there.

Programs or Courses Offered:

Programs of various lengths are scheduled as needed throughout the year. The tentative schedule is as follows:

Name of Program

Community Development
Effective Listening
Instructor Training
Interviewing and Counseling
Management Development I
Personnel Management
Technical Utilization

These represent our standard recurring programs. Other programs related to the mission of SBA are developed and conducted as needed throughout the year.

Who May Attend: Employees of SBA who meet the admission criteria for each specific program. Employees of other Federal agencies who meet the criteria for Management Development and Instructor Training Programs may attend on a space available basis.

General Information: Out-of-town participants may secure hotel accommodations through the staff of the Center.

For Further Information Contact:

Director, Western Training Center
Small Business Administration
U.S. Courthouse, Room 5006
1929 Stout Street
Denver, Colorado 80202

Phone: Area Code 303, 297-4028

Department of State

FOREIGN SERVICE INSTITUTE (FSI)
Washington, D.C.

Purpose: To provide training and instruction to employees of the Department of State and other Government agencies in the field of Foreign Affairs; to provide appropriate orientation and language training to Government employees and members of their families in anticipation of their assignment abroad; to provide employees with training in job and/or career related skills.

Programs or Courses Offered:

Courses vary in duration from 1½ days to 44 weeks. Courses include:

Administrative Training
Area Studies
Clerical Training
Consular Training
Country Studies
Economic and Commercial Training
Executive Development
Intensive Language Training
Junior Officer Training
Orientation
Political Training
Special Studies

Extension Studies (Outside of FSI)
After Hours Study Courses
Interagency Training Courses

Vietnam Training Center
Basic Course
District Operations Course
Extended Operations and Language Course
Province Senior Advisor Course
Vietnamese Language

Who May Attend: Employees of the Department of State and selected employees of other Government agencies for whom training and instruction in the field of foreign affairs is necessary.

General Information: The Foreign Service Institute was established in March of 1947. Today the Institute accepts about 15,000 course enrollments annually -- about half in this country, the rest abroad -- in full-time, part-time, and extension programs. Department of State employees constitute about fifty percent of the enrollment in the Institute. The balance is made up of employees of some twenty-seven other departments and independent agencies -- principally the Agency for International Development, the U.S. Information Agency, and the Department of Defense.

For Further Information Contact:

Admissions Office
Foreign Service Institute
Department of State
Washington, D.C. 20520

Phone: Area Code 202, 557-5413

Department of Transportation

Federal Aviation Administration

FEDERAL AVIATION ADMINISTRATION ACADEMY
Oklahoma City, Oklahoma

Purpose: The Federal Aviation Administration Academy serves as the agency's principal source of avaiation technical knowledge and professional educational services. The objective of the center is to research, organize and administer training programs pertaining to all facets of aviation for agency employees, internationals, and the aviation community.

Programs or Courses Offered:

Resident Study

Air Navigation Facilities Training
Air Traffic Training
Airports Training Program
Flight Standards Training
Logistics Management Training
Training Development Courses

Correspondence Study

Air Traffic Training
Electronics
Flight Standards Training
Management

Who May Attend: Participants must meet requirements which vary from course to course. In general they consist of basic skills, knowledges, experience and agency course progression coupled with GS grade and title prerequisites.

General Information: There are no living arrangements established for resident training, but commercial facilities are available.

For Further Information Contact:

Dr. Dale Rea
Superintendent, Federal Aviation Administration Academy
Aeronautical Center
P.O. Box 25082
Oklahoma City, Oklahoma 73125

Phone: Area Code 405, 686-4318

Department of Transportation

Federal Aviation Administration

MANAGEMENT TRAINING SCHOOL
Lawton, Oklahoma

Purpose: To serve as the FAA's centralized source for developing and conducting supervisory and managerial training to meet the needs of the administration.

Programs or Courses Offered:

Managerial Training Course--to provide middle managers with knowledge of the interrelationships of three systems, namely, administrative, human, and operations to provide them with skills to function effectively in all three systems.

Supervisory Training Course--to provide supervisors with knowledges and skills that are fundamental to the successful accomplishment of their duties.

Who May Attend: FAA supervisors and middle managers, and selectees for supervisory or middle management positions.

General Information: The FAA Management Development Institute is located at Cameron State College, Lawton, Oklahoma. Meals and lodging are provided at the location.

For Further Information Contact:

Mr. Thomas J. Creswell
Director of Training
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, D.C. 20590

Phone: Area Code 202, 963-1110 ext. 68550

Treasury Department

CONSOLIDATED FEDERAL LAW ENFORCEMENT TRAINING CENTER,
(TREASURY LAW ENFORCEMENT SCHOOL)
Washington, D.C.

Purpose: The mission of the Treasury Law Enforcement School is to serve the Treasury enforcement community by providing basic and advanced training in the knowledge, skills, and attitudes required for efficient performance of the duties of Treasury enforcement officers.

The Consolidated Federal Law Enforcement Training Center was established during the current fiscal year with Treasury designated as the "lend agency." Pending further development of the physical facilities, openings are primarily limited to those of the Treasury Law Enforcement School.

Programs or Courses Offered:

General Courses - e.g., Ethics and Conduct for Investigations, Organized Crime, Public Relations

Investigative Techniques - e.g., Collection and Preservation of Evidence, Description and Identification, Fingerprints, Informants, Marksmanship, Photography, Questioned Documents, Raids, Self-Defense, Surveillance.

Law Courses - e.g., Civil Rights, Conduct and Testifying in Court, Conspiracy, Constitutional Rights, Evidence, Federal Court Procedures, Law of Arrest, Searches and Seizures, Apprehension and Handling of Prisoners

Who May Attend: Treasury personnel in the 1811 series - Criminal Investigators who are nominated by their bureau. Eligibility of those from other sources (other Federal agencies, foreign, State or local governments) will be determined on a case basis. Attendance of non-Treasury personnel is on a space available basis.

General Information: As in the past, the school will accept candidates from outside of the Department. However, in view of the significant expansion of the Department enforcement activities, it is anticipated that such participation will be severly limited during the current year. Housing is not provided and must be arranged by the trainee.

For Further Information Contact:

Director
Law Enforcement Training School
Department of Treasury
Washington, D.C. 20220

Phone: Area Code 202, 964-5833

Treasury Department

Bureau of Customs

BUREAU OF CUSTOMS NATIONAL TRAINING CENTER
Hempstead, New York

Purpose: To provide for the presentation and administration of Bureau-wide training and development programs. The Center is designed to provide for both administrative and operational training related to all functions of the Bureau.

Programs or Courses Offered:

Advanced Agent Course
Basic Inspectors Course
General Administrative and Management Courses
Import Specialists Course
Systems Analysis

Who May Attend: Although the Center is designed to primarily meet the needs of the Bureau of Customs, qualified employees will be accepted from other organizations on a space available basis.

General Information: The National Training Center is located on the campus of Hofstra University and was established as a joint facility in cooperation with the Internal Revenue Service and the University. Housing is not provided; however, arrangements are usually handled by the Bureau's on-site representative.

For Further Information Contact:

Mr. Daniel J. Maillet, Director
Bureau of Customs
National Training Center
Uniondale Avenue at Hempstead Turnpike
Uniondale, New York 11553

Phone: Area Code 516, 483-9100

In Washington, D.C. contact:

Mr. James J. Doherty, Assistant Director
Training and Career Development
Personnel Division, Bureau of Customs
1145 19th Street, N.W.
Washington, D.C. 20226

Phone: Area Code 202, 964-8000

Treasury Department

Internal Revenue Service

NATIONAL TRAINING CENTER
Arlington, Virginia

Purpose: This Center provides services to other Branches of the Training Division which develop and maintain all training courses; it plans and conducts nationally centralized classes. The Center (1) develops training methods; (2) develops courses and conducts centralized training for Service instructors, and other training personnel; (3) provides classroom space and services for classes conducted interregionally, and (4) coordinates production of training materials and equipment.

Programs or Courses Offered:

Alcohol and Tobacco Tax Inspector Trainee Program
Audit-Appellate Conferee Training
Basic Alcohol, Tobacco and Firearms Investigator Course
Basic Income Tax Law Course for Special Agents
Basic Internal Auditor Course
Excise Tax Law
Instructional Technology Workshop
Insurance Company Income Tax Law
Middle Management and Executive Development Programs
Pension Trusts
Special Agent Basic School
Training Systems Workshop
Training Task Analysis Workshop

Who May Attend: Selection for training classes is based on job assignment of employees.

General Information: Classroom space is available for use by other agencies on a "space available" basis. Housing facilities are not provided by the Center.

For Further Information Contact:

Mr. Earl Hertenstein
National Training Center
Internal Revenue Service
Crystal Plaza Building, Room 403
2221 Jefferson Davis Highway
Arlington, Virginia 22202

Phone: Area Code 703, 557-2414

Treasury Department

Internal Revenue Service

REGIONAL TRAINING CENTERS

Hempstead, New York
Cincinnati, Ohio
San Francisco, California
Van Nuys, California
Atlanta, Georgia
Philadelphia, Pennsylvania

Purpose: To conduct those Service-wide and locally developed programs which will develop new regional employees and will prepare employees selected for positions with progressively greater responsibilities so that regional staffing needs can be met.

Programs or Courses Offered:

Exempt Organization
Field and Office Audit Group Supervisor
Income Tax Law for Estate Tax Examiners
Instructor Training
Revenue Agent Training, Units I, II, & III
Revenue Officer Training, Phase I & II
Tax Assistor
Tax Technician, Basic and Advanced

Who May Attend: Participants must be selected by their supervisors. State and local employees engaged in tax work may attend.

General Information: Classroom space may be scheduled by other agencies.

For Further Information Contact:

Mr. William Eth
Regional Training Center
Internal Revenue Service
Uniondale Avenue At
Hempstead Turnpike
Uniondale, New York 11553

Phone: Area Code 516,
483-2920

Mr. William R. Tracewell
Regional Training Center
Internal Revenue Service
P. O. Box 2119
Cincinnati, Ohio 45201

Phone: Area Code 513,
684-3314

Mr. Richard Nesbit
Regional Training Center
Internal Revenue Service
229 Haight Street
San Francisco, California 94102

Phone: Area Code 415,
556-3953

Mr. Richard S. Cheverette
Regional Training Center
Internal Revenue Service
15301 Gault Avenue, Room 501
Van Nuys, California 91405

Phone: Area Code 213,
787-0487

Mr. Jack Caldwell
Regional Training Center
Internal Revenue Service
Citizens Trust Building
75 Piedmont Street, NW.
Atlanta, Georgia 30303

Phone: Area Code 404,
526-6527

Mr. Fred Endricatt
Regional Training Center
Internal Revenue Service
Continental Building, Suite 200
400 Market Street
Philadelphia, Pennsylvania 19106

Phone: Area Code 215,
597-7061

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